



# Department of Local Government Finance

## **DLGF Gateway 101 for County Auditors**

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October 2019



# Purpose of Today's Training

- This training session will help you with better understanding the following:
  - How to both gain and delegate access to the various Department of Local Government Finance (“Department”) applications in Gateway;
  - What reports you are required to submit to the Department in Gateway;
  - How to upload the different prescribed datasets generated from your tax and billing system to the applicable Gateway applications.



# A Brief History of Gateway

- Launched in 2010, Indiana Gateway for Government Units (“Gateway”) is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens.



# A Brief History of Gateway

- As of 2019, 21 different applications are used by hundreds of local units of government, schools, state agencies, casino operators, and others to submit financial and operational data to the State of Indiana.
- Data submitted includes budgets, debt issuances, TIF district summaries, annual financial reports, employee compensation reports, local development agreements, and school district collective bargaining reports, among others.



# County Auditor DLGF Gateway Access

- Only the county auditor is permitted to have submission rights in the following Department Gateway applications:
  - Budget;
  - Economic Development Reporting (EDR);
  - Other Post-Employment Benefits (OPEB);
  - TIF Management;
  - Data Entry for CNAV and Form 22 (DECAF); and
  - Gateway Abstract.



# Gateway Username

- Per the Authorized User Policy (<https://gateway.ifionline.org/UserPolicy.aspx>), an authorized user's Gateway login information and PIN number is exclusively for individual use and should not be shared.
- A Gateway username must be a working/valid email address in which the associated user is the only individual with:
  - The ability to view emails sent to the email address;
  - The ability to send emails from the email address; and
  - Access to the login information to the Gateway username/email address.



# Defining the Fiscal Officer in Gateway



# Fiscal Officer for Department Gateway Applications

- The Department considers the employee ultimately responsible for the unit's finances to be the "Fiscal Officer." The Fiscal Officer is the default submitter/ delegating official for the reports located within the Department Gateway applications (other than the Budget application, if applicable).
- Please Note: A CPA/consulting firm/consultant that the unit has hired would not be considered the Fiscal Officer of the unit.
- For special district units who do not have an employee responsible for the finances of the unit, the Department considers the District Board President/Chair to be the default submitter/ delegating official for the reports located within the Department Gateway applications.





# Fiscal Officer for Department Gateway Applications

- Please Note: The Fiscal Officer is the person who all other employees of the unit ultimately report to.
  - This is not necessarily referring to the employee of the unit who will be the primary person to enter data into the Department Gateway applications.
  - It is possible that the employee responsible for the finances (i.e. the person who employees of the unit ultimately report) may not be the employee who enters in the majority of the data into Gateway for the unit.
  - If the unit only has one employee, then by default, they are the Fiscal Officer.
  - If the unit does not have any actual employees (i.e. only volunteers), then the Fiscal Officer would be the volunteer who all other volunteers of the unit ultimately report.
  - It is possible that the “Fiscal Officer” may be different than the SBOA Fiscal Officer.



# Fiscal Officer for Department Gateway Applications

- It is the responsibility of the Fiscal Officer to personally log into Gateway under their specific Gateway username to “submit” any forms or reports located within the Department Gateway applications (with the exception of the Budget application).



# Fiscal Officer for Department Gateway Applications

- Only the Department Fiscal Officer is permitted to have submission rights in the following Department Gateway applications:
  - Economic Development Reporting (EDR);
  - Other Post-Employment Benefits (OPEB); and
  - SB131 (Solid Waste Management Districts ONLY).



# How to Delegate Access to Gateway Applications

- It is easy to delegate access to the Gateway applications to other individuals via a valid Limited Delegation of Authority (“LDA”) form.
- To delegate access to a Gateway application, please email [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) and provide the name, title, start date of position, and a working/valid email address that contains specific identifying information (such as name or initials) of any other individuals who assist with entering data into the Department Gateway applications, and the Gateway team will provide access under their own specific Gateway username.



# Gateway Applications



# Gateway “Select Application” Page



[Home](#) [About](#) [Account Settings](#) [User Guides](#) [Logout](#)

## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency. Agencies currently include [Department of Local Government Finance](#), [State Board of Accounts](#), [Indiana Education Employment Relations Board](#) and [Indiana Gaming Commission](#).

### Select Application

Department of Local Government Finance (DLGF)	Deadline
<a href="#">Abstract</a>	<a href="#">Details</a>
<a href="#">Assessor Reports</a>	Mar 31
<a href="#">Budgets</a>	<a href="#">Details</a>
<a href="#">Data Entry for CNAV and Form 22</a>	<a href="#">Details</a>
<a href="#">Debt Management</a>	<a href="#">Details</a>
<a href="#">Economic Development Reporting</a>	Sep 30
<a href="#">File Transmission</a>	<a href="#">Details</a>
<a href="#">Other Post-Employment Benefits</a>	Mar 1
<a href="#">SB 131 Reporting for SWMDs</a>	Mar 1
<a href="#">TIF Management</a>	Apr 15

Indiana Education Employment Relations Board (IEERB)	Deadline
<a href="#">Bargaining Status Form I</a>	Nov 15
<a href="#">Collective Bargaining Reporting</a>	Dec 1
<a href="#">Collective Bargaining Contract Upload</a>	Nov 15
<a href="#">Exclusive Representative Organization Membership Verification</a>	Oct 1

State Board of Accounts (SBOA)	Deadline
<a href="#">100R</a> Unavailable for Scheduled Maintenance	Jan 31
<a href="#">Annual Financial Report</a> Unavailable for Scheduled Maintenance	<a href="#">Details</a>
<a href="#">Monthly and Annual Engagement Uploads</a>	<a href="#">Details</a>
<a href="#">Conflict of Interest Disclosure</a>	15 days after final action on the contract or purchase
<a href="#">E-1 Entity Annual Report</a>	60 days after entity's fiscal year ends
<a href="#">ECA Risk Report</a>	Aug 29

Indiana Gaming Commission (IGC)	Deadline
<a href="#">Local Development Agreement</a>	Mar 1



# Gateway Applications – All Unit Types

- Gateway applications containing reports that all applicable unit types are required to submit:
  - Budget;
  - Debt Management;
  - Economic Development Reporting (EDR);
  - Other Post-Employment Benefits (OPEB); and
  - File Transmission.



# Gateway Applications – City/Town/County ONLY

- Gateway applications containing reports that only city/town/county units are required to submit:
  - TIF Management.





# Gateway Applications – County ONLY

- Gateway applications containing reports that only county auditor units are required to submit:
  - Data Entry for CNAV and Form 22 (DECAF); and
  - Abstract.



# Gateway Submission Deadlines

Due Date	Task
March 1	Deadline for submission of annual Debt Affirmation in Debt Management.
March 1	Deadline for submission of Other Post-Employment Benefits (OPEB)(Retiree benefits & expenditures).
March 15	Deadline for county units to submit Gateway Abstract.
April 15	Deadline for city/town/county units to submit TIF Management Report.
August 1	Deadline for county units to submit Certified Net Assessed Values (CNAV).
September 3	Deadline for employees of units subject to Binding Review to enter/edit information in the Budget Forms.
September 30	Deadline for Gateway submission of Economic Development Reporting (EDR).



# Gateway Submission Deadlines

Due Date	Task
*Ongoing	Debt Management: Units are required under IC 5-1-18-6 to report new debt as it is incurred. Units must complete a report in the Gateway Debt Management application no later than one month after the date on which the bonds are issued, the loan is closed, or the lease is executed.
*Ongoing	File Transmission/Contract Upload: IC 5-14-3.8-3.5 required each political subdivision to upload contracts that were entered into after June 30, 2016 and exceed \$50,000 to be uploaded into the Gateway File Transmission application not later than 60 days after the date the contract is executed.



# Department Budget Form Submission Deadline for 2019 pay 2020 Budget

Due Date	Task
10 Calendar Days prior to Date of Public Hearing	Deadline for Submission of Budget Form 3.
5 Days After Date of Adoption	Deadline for submission of all Budget Forms in Gateway.
November 6	Deadline for submission of all Budget Forms in Gateway for units with Date of Adoption Meeting on 11/1/2019.



# Gateway Abstract

## INDIANA Gateway for government units



Department of Local Government Finance - ABSTRACT

[Home](#) [About](#) [Account Settings](#) [Help](#) [Logout](#)

### Adams County: 2019 Tax Year

#### Menu

Close Menu

County Select

Abstract Home

Pre-Abstract Survey

#### Data

Tax District Configuration  
& Info

File Upload

#### Abstract Sections

AV Summary

more ▾

Rate and Levy  
Summary

more ▾

Total Taxes Summary

#### Welcome to Gateway Abstract!

- County auditors should submit the pre-abstract survey no later than January 30th, 2019. A link to the pre-abstract survey may be found in the menu on the left side of this page.
- Please work with your software vendor to produce the Abstract data upload files. Those files are to be loaded in the File Upload area located on the menu. Gateway Abstract training tools and tutorials can also be found on the DLGF's website at <http://www.in.gov/dlgi/9618.htm>.

#### Contact

- For error reports, questions, or comments, please contact [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov). Please include as much detail as possible for any errors, including screenshots or error messages.



# Gateway Abstract

- Beginning in 2019, all Abstracts were submitted using the Gateway Abstract application.
- The manual data entry onto the Excel template was eliminated as part of the new Gateway Abstract process.
- County auditors generated from their local tax and billing systems a series of text files that they, then, uploaded into Gateway Abstract.
- After the text files have been successfully uploaded, county auditors clicked a button to run the Abstract calculations and then, could review the results in Gateway.
- The information reported in Gateway Abstract provides greater detail than what was reported on the previous Excel version of the Abstract.



# Budgets

GatewayINDIANA  
for government units

An *Information for Indiana* Data Site

HomeAboutAccount SettingsUser GuidesLogout

Department of  
Local Government Finance

Select Unit > Unit Main Menu

Selected Year: 2020 | Selected Unit: Tipton County - 0006 Wildcat Township, Tipton Co.

Unit Main Menu - 0006 Wildcat Township, Tipton Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

Department of Local Government Finance Tasks

Pre-Budget Worksheet - Submitted on 4/23/2019 2:25:32 PM

Provide information and estimates in advance.

Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, depts., debts by fund and rev. codes.

View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.

Submit Signed Form 4 and Other Documents

View, upload and submit budget-related documents to DLGF.

Property Tax Cap Info

View Property Tax Cap Data Currently Entered on all Forms

Optional Flat File Upload

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

Other Items

Gateway Survey

Unit Specifications

Browser ID



# Budgets

- All units that have their budget reviewed and certified by the Department must submit their proposed and adopted budget information in Gateway.
- The Pre-Budget Worksheet is the first form (for a particular budget cycle) that must be completed and submitted in Gateway and is due by April 30.
- Starting in 2019 (for the 2020 Budget), units have up to five days after the date of budget adoption to submit their adopted budget information in Gateway.





# DECAF (CNAV)

- IC 6-1.1-17-1 requires that Net AVs be certified on or before August 1 of each year and be submitted to the Department by that date.
- All counties must upload CNAV data to the DECAF application using a file export process from their tax & billing systems.
- If necessary, the end user can manually edit the data after the files have uploaded to Gateway.

[Manage CNAV](#)

CNAV Submitted on \_\_\_\_\_ by \_\_\_\_\_ Auditor \_\_\_\_\_

CNAV Reports

- [CNAV Districts Data \(Step 1\)](#)
- [CNAV District-Fund Data \(Step 3\)](#)



# DECAF (Form 22)

- Form 22 distribution data is submitted to the Department in June and December each year.
- County auditors may upload files containing distribution data into the DECAF – Form 22 Gateway application. The files may be exported from the county's tax and billing system.
- County auditors may also choose to enter Form 22 data manually for all distribution types directly into the Form 22 area of the DECAF application.



# DECAF (Form 22)

[Select County](#) > Manage County Functions

## Manage County Functions

Gateway1 County: Reporting Year 2018

December 2018 Form 22 Now Open for Data-Entry & Upload!

[Manage Units and Distributions](#)

Last Activity at:

**June Certified Pay 2018 Settlement Period:**

**0 of 0 units are ready to submit**

**\$0.00 in distributions entered for this county**

**December Certified Pay 2018 Settlement Period:**

**0 of 0 units are ready to submit**

**\$0.00 in distributions entered for this county**



# Debt Management – Debt Affirmation

- The Debt Affirmation must be submitted in the Debt Management application by March 1 each year.
- Please Note: Even if a unit does not have any debt, the Debt Affirmation is still required to be submitted.



# Debt Management

[Select Unit](#) > **Select Debt**

## Debt Affirmation

Due March 1, 2018 ⚠

☐ By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

12/7/2018

Sign and Submit

**Gateway1 - Dlgf City 10**

[File Upload](#)

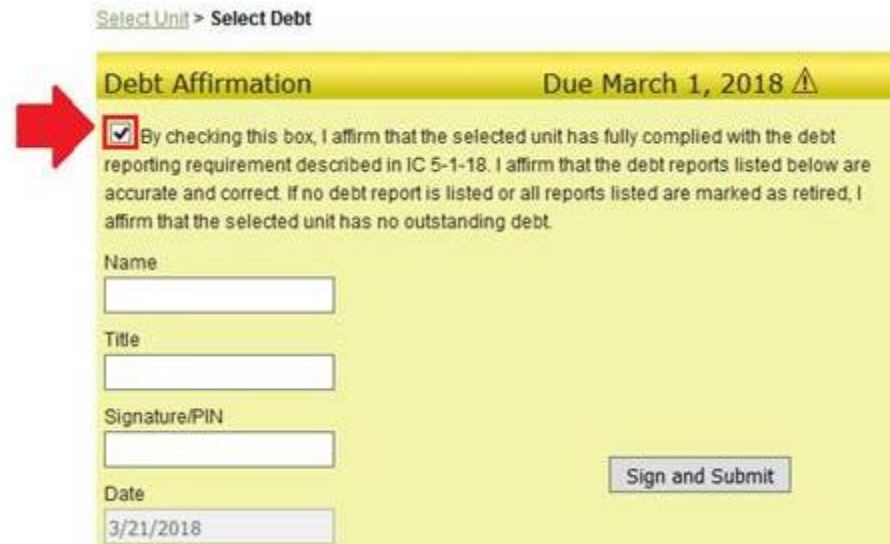
Bond Name Link	Retired	Status
<a href="#">decimal debt</a>	<input type="checkbox"/>	Submitted
<a href="#">General Obligation Bond 2012</a>	<input type="checkbox"/>	Submitted

Add New Debt



# Debt Management – Debt Affirmation

- An authorized user with submit access to the Debt Management application may submit the annual Debt Affirmation by taking the following steps:
- Access the Debt Management application for your unit (see instructions above on how to access);
- Check the box affirming that the debt reports listed below are accurate and correct as shown below;

A screenshot of the 'Debt Affirmation' web form. At the top, it says 'Select Unit > Select Debt'. The form has a yellow header with 'Debt Affirmation' and 'Due March 1, 2018' with a warning icon. A red arrow points to a checked checkbox with the text: 'By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.' Below this are input fields for 'Name', 'Title', 'Signature/PIN', and 'Date'. The 'Date' field is pre-filled with '3/21/2018'. A 'Sign and Submit' button is in the bottom right corner.

Select Unit > Select Debt

**Debt Affirmation** Due March 1, 2018 ⚠

☒ By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date

Sign and Submit



# Debt Management – Debt Affirmation

- Enter your first and last name in the “Name” box as shown below;

Name

Bugs Bunny



# Debt Management – Debt Affirmation

- Enter your title in the “title” box (i.e. “Conservancy Financial Clerk/Fiscal Officer”) as shown below.

Title

**Financial Clerk**





# Debt Management – Debt Affirmation

- Enter your specific 4-digit PIN number in the “Signature/PIN” box as shown below:

Signature/PIN



# Debt Management – Debt Affirmation

- Click the gray “Sign and Submit” button as shown below:

[Select Unit](#) > [Select Debt](#)

Debt Affirmation

Due March 1, 2018 ⚠

☒ By checking this box, I affirm that the selected unit has fully complied with the debt reporting requirement described in IC 5-1-18. I affirm that the debt reports listed below are accurate and correct. If no debt report is listed or all reports listed are marked as retired, I affirm that the selected unit has no outstanding debt.

Name

Title

Signature/PIN

Date





# Economic Development Reporting (EDR)

[Select Unit and Year](#) > Economic Development Reporting

County: Gateway1 county  
Unit: DLGF City 10 unit  
Year: 2019

Did your unit receive economic development payments under a local development agreement between July 1, 2017 and June 30, 2018?

☐ Yes ☐ No



# Economic Development Reporting (EDR)

- All taxing units are required to submit the Economic Development Reporting (EDR) report in Gateway by September 30 each year, regardless of whether the unit receives economic development payments or does not receive economic development payments.
- The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.



# Economic Development Reporting (EDR)

- IC 4-33-23-4 defines an economic development payment as a monetary disbursement paid under a local development agreement that is:
  - Received by a unit of government or any other person; and
  - Not paid in exchange for anything of value.
- If you have additional questions as to whether items would qualify as an economic development payment, the Department recommends speaking with your local counsel.



# Economic Development Reporting (EDR)

- If the answer to the question below is “No”, then all the authorized submitter needs to do is click “No”, sign and submit.
- If the answer is “Yes”, then the authorized submitter will need to complete the EDR report.

[Select Unit and Year](#) > Economic Development Reporting

County:  
Unit:  
Year: 2019

Did your unit receive economic development payments under a local development agreement between July 1, 2017 and June 30, 2018?

☐ Yes ☐ No



# Gateway File Transmission/Contract Upload

Select Unit > File Transmission Menu > Contracts Upload

Dlgef City 1 - Gateway1 County

## Contracts Upload

1 active contracts

+ Add a Contract

Filter

Category	Vendor	Est. Cost	Sign Date	End Date	Purpose	Date Added	Status	Amend
Capital Outlays	TETST	\$0.00	06/07/2017	06/07/2017		06/30/2017	Active	

⏮

⏪

1

⏩

⏭

Page size: 10

1 items in 1 pages



# Gateway File Transmission/Contract Upload

- IC 5-14-3.8-3.5 states that if a contract was entered into after June 30, 2016 and exceeds \$50,000, then it should be uploaded into the Gateway File Transmission/Contract Upload application by an authorized user.











# Gateway File Transmission/Contract Upload

- Statute does not provide a definition for “contract” or “amendment” in IC 5-14-3.8-3.5, other than to say that a contract includes all pages and attachments. Our guidance to units that ask has been to interpret the term broadly.
- It is certainly ok to speak with local counsel about whether items would qualify, but in general, where questions exist, we’ve been encouraging units to err on the side of uploading files.



# Other Post-Employment Benefits (OPEB)

## OPEB Reporting Functions

-  **Step 1: Initial Configurations**  
Declare full-time employees and any health insurance plans.
-  **Step 2: Health Insurance Plans**  
Enter health insurance plan(s)
-  **Step 3: Expenses**  
Figures into expenses paid in the last year.
-  **Step 4: Liability**  
Figures into liability and unfunded liability.
-  **Step 5: Assets**  
Figures into assets and contributions to asset fund.
-  **Final Step: Submission**  
Manage the OPEB submission status for this unit.



# Other Post-Employment Benefits (OPEB)

- IC 36-1-8-17.5 requires political subdivisions to report by March 1 of each year on all other post-employment benefits.
- The definition of OPEB includes healthcare and other nonpension benefits provided to employees.
  - Benefits required include medical, prescription drug, dental, vision, hearing, life insurance, long-term care benefits, and long-term disability benefits (not covered under a pension plan) that are provided AFTER employment ends.
- Please Note: All political subdivisions are required to report, even if the unit does not offer OPEB.



# TIF Management – City/Town/County Units

- All County/City/Town taxing units are required to submit the annual redevelopment commission report in Gateway TIF Management by April 15 each year, regardless of whether the unit has TIF Districts.

Manage Redevelopment Items and Settings

**Customize Redevelopment Unit**  
Verify Redevelopment commission and enter commission name.

**Manage TIF Districts**  
Manage TIF Districts.

**Manage TIF Areas**  
Manage TIF Areas.

**Manage Debt Links**  
Report which obligations are supported by TIF districts.

**Manage Funds**  
Manage Redevelopment Funds and TIF District links.

**Document Files**  
Upload, view, and manage files related to redevelopment activities.

Redevelopment Commission Report 2019

Submitted 5/8/2019 1:18 PM.  
 **View/Download Report**  
View or download a summary of submitted data.

**Personnel**  
Report commissioner and employee information.

**Finances**  
Report TIF disbursement information.

**Fund Balances**  
Report TIF fund balances.

**Debt Payments**  
Report Debt Payments made in the prior year.

**Parcels**  
Upload parcel files and view data/files.

**Review & Submit**  
Manage the TIF submission status for this unit.



# TIF Management – City/Town/County Units

- The TIF Management application contains two components: a year-round section and an annual section.
  - **Year-round Section:** The year-round section will be used to update information on the redevelopment commission and TIF districts. Users are welcome to use the year-round section throughout the year. Users will use the year-round section to add new TIF districts, to describe TIF expansions, and to manage documents associated with the TIF district. HEA 1290-2016 introduced a requirement that redevelopment commissions must submit copies of each resolution that establishes or alters a TIF district. These documents can be managed using the year-round section of TIF Management.
  - **Annual Section:** The annual section will be used to update information specific to a reporting year. Information reported through April 15, 2019 will pertain to calendar year 2018. Users will use the annual section to report information pertaining to personnel, revenues, expenditures, fund balances, and debt payments. Users will also use the annual section to report the assessed values for parcels within TIF districts. The upload specifications remain the same as they have been in prior years.



# Department v. SBOA

- It is important when you have a question related to Gateway that you contact the agency that handles the application. The DLGF Gateway team does not have access to the SBOA applications and vice versa.
- The “Select Application” page of Gateway lists all of the current applications in Gateway. The applications are color-coded based on the agency that oversees that application.

**DLGF** Gateway Team  
([gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov)) (317-234-4480)

Department of Local Government Finance (DLGF)
<a href="#">Debt Management</a>
<a href="#">Economic Development Reporting</a>
<a href="#">File Transmission</a>
<a href="#">Other Post-Employment Benefits</a>

**SBOA** Gateway Team  
([gateway@sboa.in.gov](mailto:gateway@sboa.in.gov)) (317-232-2513)

State Board of Accounts (SBOA)
<a href="#">100R</a>
<a href="#">Annual Financial Report</a>
<a href="#">Monthly and Annual Engagement Uploads</a>
<a href="#">Conflict of Interest Disclosure</a>
<a href="#">E-1 Entity Annual Report</a>
<a href="#">ECA Risk Report</a>



# Gateway Public Reporting Site

[Dashboard](#)[Report Search](#)[Download](#)[Tools](#)[Learn More](#)

## Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)[Search by Unit](#)[Search by Address](#)

Select by Report Type

[View data release calendar »](#)

### [Annual Financial Report](#)

Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.



### [Assessed Value](#)

The Certified Net Assessed Value (CNAV) data provides information on the tax base.



### [Budgets](#)

Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to DLGF, which has the responsibility to review and certify budgets and set tax levies and tax rates.



### [Collective Bargaining](#)

Each public school corporation is required to report on their collective bargaining with the Indiana Education Employment Relations Board. Gateway is now being used to collect and publish those data.



### [Conflict of Interest Disclosure](#)

Public servants are required to disclose conflicts of interest to the State Board of Accounts.



### [County Abstract Public Reports](#)

County auditors must submit an annual summary of property assessments, taxes, deductions and tax exemptions, as well as unpaid taxes, to the State Auditor.



### [Debt Management](#)

These reports help the public know how much local government debt has been



### [Employee Compensation by Unit](#)

The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) provides taxpayers with compensation information for public employees of state and local government.



### [Entity Annual Report](#)

Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).



### [Local Development Agreements](#)

Gaming establishments may have local development agreements with various groups in their area. These are reported to the Indiana Gaming Commission each year along with the amount disbursed.



### [Property Tax](#)

Property taxes are a primary source of funding for local governments. These summary reports provide an overview of the property taxes paid and distributed.



### [Redevelopment Commissions](#)

Redevelopment Commissions are required to submit a report (not standardized at this time) for review to DLGF. These reports are submitted in PDF and available via the Gateway in the form in which they were submitted.



### [School Extra-Curricular Accounts](#)

School corporations must file a report of their fund balances, receipts and expenditures for their extra-curricular accounts each fiscal year. This is used by SBOA to develop criteria to exam the extra-curricular accounts.



### [Solid Waste Management Districts](#)





# Gateway Public Reporting Site

- The Gateway Public Reporting Site offers a variety of reports to the general public; you do not need a Gateway account to access this read-only information.
- Information contained in these reports comes from the data that has been submitted by the local units of government via the different applications.

A screenshot of the Gateway Public Reporting Site interface. At the top is a dark blue navigation bar with the 'Gateway INDIANA' logo and links for 'Dashboard', 'Report Search', 'Download', 'Tools', and 'Learn More'. Below this is the 'Report Search' section, which includes a brief description of the site's purpose. There are three tabs: 'Browse Reports' (selected), 'Search by Unit', and 'Search by Address'. Under 'Browse Reports', there is a 'Select by Report Type' section with a link to 'View data release calendar'. This section lists 14 report types, each with an icon and a brief description. The reports are arranged in two columns.

Report Type	Description
<b>Annual Financial Report</b>	Multiple reports detail the receipts and expenditures of each local government unit, reflecting income and expenditures for a full calendar year. The primary purpose is to assist in the auditing of government units.
<b>Assessed Value</b>	The Certified Net Assessed Value (CNAV) data provides information on the tax base.
<b>Budgets</b>	Every local government unit with authority to levy a property tax must submit a budget for the coming calendar year to DLGF, which has the responsibility to review and certify budgets and set tax levies and tax rates.
<b>Collective Bargaining</b>	Each public school corporation is required to report on their collective bargaining with the Indiana Education Employment Relations Board. Gateway is now being used to collect and publish those data.
<b>Conflict of Interest Disclosure</b>	Public servants are required to disclose conflicts of interest to the State Board of Accounts.
<b>County Abstract Public Reports</b>	County auditors must submit an annual summary of property assessments, taxes, deductions and tax exemptions, as well as unpaid taxes, to the State Auditor.
<b>Debt Management</b>	These reports help the public know how much local government debt has been
<b>Employee Compensation by Unit</b>	The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) provides taxpayers with compensation information for public employees of state and local government.
<b>Entity Annual Report</b>	Financial reports from organizations that receive financial assistance from governmental sources (federal, state or local).
<b>Local Development Agreements</b>	Gaming establishments may have local development agreements with various groups in their area. These are reported to the Indiana Gaming Commission each year along with the amount disbursed.
<b>Property Tax</b>	Property taxes are a primary source of funding for local governments. These summary reports provide an overview of the property taxes paid and distributed.
<b>Redevelopment Commissions</b>	Redevelopment Commissions are required to submit a report (not standardized at this time) for review to DLGF. These reports are submitted in PDF and available via the Gateway in the form in which they were submitted.
<b>School Extra-Curricular Accounts</b>	School corporations must file a report of their fund balances, receipts and expenditures for their extra-curricular accounts each fiscal year. This is used by SBCOA to develop criteria to exam the extra-curricular accounts.
<b>Solid Waste Management Districts</b>	





# Gateway Public Reporting Site

- Members of the public can also do a search for a particular local unit of government and see what applicable Gateway reports are associated with that unit.

## Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)

[Search by Unit](#)

[Search by Address](#)

### Search By Unit

Start typing the name of a governmental unit. When the desired unit appears in the autocomplete list below the textbox, select the unit.

Type in the name of a reporting unit:



# Gateway Public Reporting Site

- Members of the public can also enter a particular address to see what local units of government are associated with that address and can, then, also access the reports that are associated with those particular units.

## Report Search

Local governments are required by state law to submit reports to the State of Indiana. A significant number of those reports related to taxing, budgeting and spending are now collected and available for public viewing through Gateway. Explore by unit or by report type.

[Browse Reports](#)

[Search by Unit](#)

[Search by Address](#)

### Search By Address

Choose a location, either by entering an address or by clicking directly on the map, to find government units or other reporting entities associated with that address.

Address:



The address selected is located within the boundaries for the following Taxing District: 101 - INDPLS CITY - CENTER TWP




#### Government Units

The units below are taxing units associated with this address.

[Marion County](#)



# Resources

- User Guides 
- Information Icons 
- You  Training Videos
  - [www.youtube.com/user/dlgfgateway](http://www.youtube.com/user/dlgfgateway)
- Department Memos: [www.in.gov/dlgf/2444.htm](http://www.in.gov/dlgf/2444.htm)
- Department Gateway Email: [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov)
- Call: 317-234-4480
  - \*Note: The Department requests that unlock/un-submit requests and password resets are provided via email.



Questions?



# Thank you!

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- “Contact Us”: <http://www.in.gov/dlgf/2338.htm>